
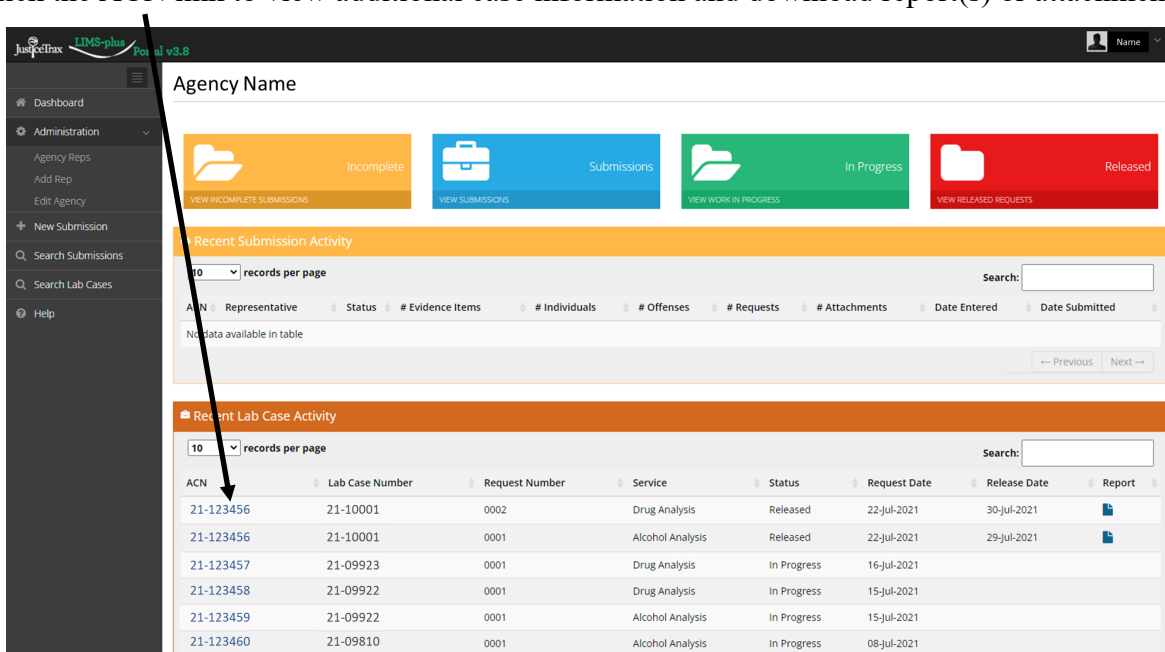


Indiana State Department of Toxicology

ToxResults FAQs

The Indiana State Department of Toxicology (ISDT) iResults website will soon be retired and replaced with a new website called ToxResults. You will be able to view the status of toxicology analyses and download the report(s) when testing is complete. You will be able to search for toxicology cases by Agency Case Number (ACN), Lab Case Number, Date Range, or by Individual Name.

- **Can I still access reports through iResults?**
 - Currently, yes, but after iResults is retired, you will no longer be able to access iResults.
- **Do I log into ToxResults using the same username and password that I used for iResults?**
 - No. All iResults usernames will be retired.
- **How do I get an Admin username and password for ToxResults?**
 - Each agency will designate **one** agency representative to be assigned as the Agency Administrator (Agency Admin) by completing and returning the Toxicology Results Administrator Registration. Upon receipt of the completed registration, ISDT will provide the Agency Admin with a username and password. The Agency Admin will have the ability to create/manage additional user accounts for that agency. The Agency Admin will also be the point of contact for corrected/amended toxicology reports.
- **How do I get a non-Admin username and password for ToxResults?**
 - Contact your Agency Admin. If you do not know who your Agency Admin is, contact ISDT at ToxResults@isdt.in.gov.
- **How do I check the status of a case and view reports?**
 - When you log into ToxResults, you will be directed to the Dashboard. Under “Recent Lab Case Activity,” cases that have been submitted and entered into ISDT’s system will appear. The table can be sorted by each of the column headers (e.g., ACN, Lab Case Number, Status).
 - Click the  icon to download the toxicology report.
 - Click the ACN link to view additional case information and download report(s) or attachments.



Agency Name

VIEW INCOMPLETE SUBMISSIONS VIEW SUBMISSIONS VIEW WORK IN PROGRESS VIEW RELEASED REQUESTS



Recent Submission Activity

10 records per page Search:

ACN	Representative	Status	Evidence Items	Individuals	Offenses	Requests	Attachments	Date Entered	Date Submitted
No data available in table									

Recent Lab Case Activity

10 records per page Search:

ACN	Lab Case Number	Request Number	Service	Status	Request Date	Release Date	Report
21-123456	21-10001	0002	Drug Analysis	Released	22-Jul-2021	30-Jul-2021	
21-123456	21-10001	0001	Alcohol Analysis	Released	22-Jul-2021	29-Jul-2021	
21-123457	21-09923	0001	Drug Analysis	In Progress	16-Jul-2021		
21-123458	21-09922	0001	Drug Analysis	In Progress	15-Jul-2021		
21-123459	21-09922	0001	Alcohol Analysis	In Progress	15-Jul-2021		
21-123460	21-09810	0001	Alcohol Analysis	In Progress	08-Jul-2021		

- **How do I view the NMS report?**

- If the drug analysis toxicology report shows:

Confirmation Results					
Analyte	Result	Item	Confirmation Method	Analysis Date	Analyst
Other		1-A			See NMS Report*
* Analysis performed by NMS Labs, Willow Grove, PA.					

Click on the ACN in the ToxResults

Dashboard to view additional information about the case. Click the link(s) under Attachments to view any additional reports (e.g., NMS, corrected, or amended) for the case or the ISDT toxicology report.

- **Can I use the Add Note, Pend Request, or Cancel Request features?**

- No. At this time ISDT is not utilizing the Edit Request features within the Agency Case Details.

- **Can I submit a case to ISDT through ToxResults?**

- No. At this time ISDT is not utilizing the Submissions feature of ToxResults. Some user roles may have this shown in the left-hand panel, but if you submit anything through ToxResults, **ISDT will not receive the information.**

- **How do I search for a case?**

- Click “Search Lab Cases” in the left-hand panel
 - Search by ACN
 - Search by Lab Case Number
 - Search by Date Range
 - Select “Indiana State Department of Toxicology” for “Lab”
 - Search by Individual
 - Select “Subject” for the “Individual Type”
 - Do not search by DL Number. This feature is not populated and will not give you any information.

- **As the Agency Admin, how do I create a new user account or edit a user account?**

- You will need to create a new username for each person that will have access to ToxResults. All current iResults users will no longer have access to ToxResults.
- To view representatives for your agency, click on “Agency Reps” under “Administration” in the left-hand panel of ToxResults.
 - All officers who have submitted evidence for your agency and/or personnel who have had access to iResults or ToxResults for your agency will be displayed.
- To add a representative for your agency, click + New Agency Rep
 - The user first name, last name, and email address are required
- To enroll a user, click the “Role” drop-down box, select “Enroll,” and set the user’s role as “View Requests.” Enter a unique username. The user’s profile can also be edited by selecting “Edit Profile” from the “Role” drop-down box.

JusticeTrax LIMS-plus Portal v3.8

+ New Agency Rep

Agency Representatives - Agency Name

10 records per page

Search:

Name	Agency	Badge Number	Role	Status	SSO Mappings
Officer Name	Agency Name		Not Enrolled	✔	<input type="text"/>
Officer Name	Agency Name		Enroll	✔	<input type="text"/>
Officer Name	Agency Name		Edit Profile	✔	<input type="text"/>
Officer Name	Agency Name		Not Enrolled	✔	<input type="text"/>
Officer Name	Agency Name		Not Enrolled	✔	<input type="text"/>
Officer Name	Agency Name		Not Enrolled	✔	<input type="text"/>
Officer Name	Agency Name		Not Enrolled	✔	<input type="text"/>
Officer Name	Agency Name		Not Enrolled	✔	<input type="text"/>
Officer Name	Agency Name		Agency Admin	✔	<input type="text"/>
Officer Name	Agency Name		View Requests	✔	<input type="text"/>
Officer Name	Agency Name		Not Enrolled	✔	<input type="text"/>
Officer Name	Agency Name		Not Enrolled	✘	<input type="text"/>

← Previous 1 Next →

- **What access does each security role have?**

- Agency Admin: Users with the Agency Admin role can add/edit Agency Reps for their agency. They can also view their agency's case statuses and reports.
- Super User: ISDT does not recommend using this role because the “Submissions” feature is not being used at this time.
- Case Entry: ISDT does not recommend using this role because the “Submissions” feature is not being used at this time.
- View Requests: Users with the View Requests Role can view their agency's case statuses and reports. They cannot add/edit Agency Reps.

- **Additional assistance may be found in the “Help” window.**

If you have any questions, contact ISDT at ToxResults@isdt.in.gov or (317)-921-5000